



## PLACER COUNTY PLANNING DEPARTMENT

Reserved for Date Stamp

### AUBURN OFFICE

11414 B Avenue

Auburn, CA 95603

530-886-3000/FAX 530-886-3080

Web page: [www.placer.ca.gov/planning](http://www.placer.ca.gov/planning)

### TAHOE OFFICE

565 W. Lake Blvd./P. O. Box 1909

Tahoe City CA 96145

530-581-6280/FAX 530-581-6282

E-Mail : [planning@placer.ca.gov](mailto:planning@placer.ca.gov)

## ADMINISTRATIVE REVIEW PERMIT

Required Maps: 15

Required Applications: 1

Filing Fee: \$\_\_\_\_\_

**PURSUANT TO THE POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTY WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.**

**--FOR PLANNING DEPARTMENT USE ONLY--**

Accepted by: \_\_\_\_\_ Receipt # \_\_\_\_\_ File # ARP - \_\_\_\_\_

### -----TO BE COMPLETED BY THE APPLICANT-----

Property Owner \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Engineer (If any) \_\_\_\_\_ Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Assessor's Parcel Number (s) \_\_\_\_\_

Size of Property (acreage or square feet) \_\_\_\_\_

Project Location (be sure to attach vicinity map) \_\_\_\_\_

Description of Project (attach additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of closest quarry, landfill, airport and/or sewage treatment plant \_\_\_\_\_

**PLEASE SUBMIT WELL-DETAILED PLOT PLAN**

**(See instructions on reverse for requirements)**

\_\_\_\_\_  
Signature of Applicant

DATE OF ACTION:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Summary/Conditions of Approval: \_\_\_\_\_

**SEE REVERSE FOR EXPIRATION INFORMATION**

### FOR USE AFTER PUBLIC HEARING

I have read the above/attached conditions and will comply.

**\*\*PLEASE RETURN ONE SIGNED COPY\*\***

\_\_\_\_\_  
Signature of Applicant

**PERMITS GRANTED FOR AN INDEFINITE PERIOD AUTOMATICALLY EXPIRE 24 MONTHS AFTER DATE OF ISSUANCE IF NOT EXERCISED BY THAT TIME.**

**FILING INSTRUCTIONS - ADMINISTRATIVE REVIEW PERMITS**

Complete one Initial Project Application and one Exemption Verification Form and submit along with the current filing fee and the appropriate number of maps which show the following information: (Maps shall be to scale and no larger than 8 ½" x 14" or folded to that size)

1. Boundary lines and dimensions of parcel(s).
2. Existing and proposed structures and their gross floor area in square feet, parking areas with spaces delineated, distance between structures and distance from property lines.
3. The approximate area of the parcel (in square feet or acres).
4. Names, locations, and widths of all existing traveled ways, including driveways, streets, and rights-of-way on or adjacent to the property.
5. Approximate locations and widths of all proposed streets, rights-of-way, driveways, and/or parking areas.
6. Approximate location and dimensions of all existing easements, well, leach lines, seepage pits or other underground structures.
7. Approximate location and dimensions of all proposed easements for utilities and drainage.
8. Approximate location of all creeks and drainage channels and a general indication of the slope of the land and all trees of significant size.
9. Accurately plot, label, and show exact location of the base and drip lines of all protected trees (native trees 6" dbh or greater, or multi-trunk trees 10" dbh or greater) within 50 feet of any development activity (i.e., proposed structures, driveways, cuts/fills, underground utilities, etc.) pursuant to Placer County Code, Chapter 36 (Tree Ordinance). NOTE: A tree survey prepared by I.S.A. certified arborist may be required. Verify with the Planning Department prior to submittal of this application.
10. North arrow and approximate scale of drawing.
11. Vicinity map which shows the location of the subject property in relation to existing County roads and adjacent properties sufficient to identify the property in the field for someone unfamiliar with the area. The distance to the closest intersection of County roads should be shown to the nearest 1/10<sup>th</sup> of a mile.
12. Assessor's Parcel Number
13. Name(s) of property owner(s) and applicant.

**NOTE #1:** Fifteen copies of the site plan shall be required for applications, which will be heard by the Zoning Administrator.

**NOTE #2:** The applicant must provide 5 copies of elevations (all sides) of the building for which the variance is requested, for use by the Development Review Committee (DRC). Photos (all sides) of existing building are acceptable.

Once the application, filing fee and maps are received and determined to be adequate, the application will be set for review before the Zoning Administrator.

**APPEALS** - An appeal must be filed within 10 days of the decision that is the subject of the appeal. An appeal application shall be submitted, along with the current filing fee, to the Planning Department. The appeal shall include any explanatory materials the appellant may wish to furnish. The Planning Commission will be the hearing body that will consider the appeal.

**PERMIT EXPIRATION** - An approved Administrative Review Permit shall become effective for the purposes of commencing the actions necessary to comply with conditions of approval and filing building permit applications, on the 11<sup>th</sup> day after approval of the permit by the granting authority. An approved permit is valid for 24 months or for any period specified by the granting authority in conditions of approval.